

Iowa City CSD

SEIU #199 (Support) 7/1/2006 6/30/2008

IOWA CITY CSD / SEIU #199
(SECRETARIES)

06-08

NEGOTIATED AGREEMENT

BETWEEN THE

SEIU LOCAL 199:
Iowa City School-Year Secretaries

AND THE

IOWA CITY COMMUNITY SCHOOL DISTRICT

RECEIVED

2006 JUN 16 AM 8:59

PUBLIC EMPLOYMENT
RELATIONS BOARD

July 1, 2006 through June 30, 2008

EQUITY STATEMENT

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, creed, color, gender, national origin, religion, age, marital status, sexual orientation, veteran status, or disability, in its educational programs, activities, or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Equity Director Marian Coleman at 509 S. Dubuque St., 688-1000 or 688-1011. She will discuss the situation with you and, if you wish, help you file a grievance.

TABLE OF CONTENTS

Article I	PAYROLL DEDUCTIONS	2
Article II	EMPLOYEE HOURS	2
Article III	EMPLOYEE EVALUATION	4
Article IV	SICK LEAVE	5
Article V	LEAVES OF ABSENCE	6
Article VI	VACATION	9
Article VII	INSURANCES	9
Article VIII	HEALTH PROVISIONS	12
Article IX	SAFETY PROVISIONS	12
Article X	GRIEVANCE PROCEDURES	12
Article XI	WAGES AND SALARIES	15
Article XII	FINALITY AND DURATION	17
Appendix A	SECRETARIAL SALARY SCHEDULE	18
Appendix B	LONGEVITY SCHEDULE	19

ARTICLE I PAYROLL DEDUCTIONS

I Authorization

All employees must present written authorization to the District Business Office fifteen (15) days prior to the pay date for which payroll deductions are to be made. Authorization cards may be obtained from the District Business Office.

Upon appropriate written authorization from any bargaining unit member, the District may cause to be deducted from the salary of the employee and may make appropriate remittance for annuities, credit union(s), savings bonds, qualifying charitable organizations, insurances, union dues, Committee on Political Education (COPE), or any other plans or programs jointly approved by the Union and the District.

II Termination

An employee may terminate any authorized payroll deduction at any time by giving thirty (30) days written notice.

III Hold Harmless Clause

The union agrees to indemnify and hold harmless the Board of Directors, each individual Board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs arising out of the applications of the provisions of this Article.

ARTICLE II EMPLOYEE HOURS

I Length of Assignment

The length of an employee work year shall be determined by building/assignment needs and job description as recommended by the administration.

II Inclement Weather

On days when schools are closed due to inclement weather, employees are not to report to work. If a make-up of the day lost to inclement weather is scheduled, that day will become a required work day. If a make-up day is not scheduled, the day lost to inclement weather will be with pay.

On days when schools are closed due to inclement weather, employees may be dismissed by the superintendent or his/her designee. Employees shall receive their full pay for the early dismissal day.

On days when school begins late due to inclement weather, employees shall be expected to come to work as soon as it is safe to do so. Employees shall receive their full pay for the late start day.

III Workday

The required employee workday shall not exceed eight (8) hours. The arrival and departure time for employees shall be determined by their principal/supervisor. Employees will be provided a daily duty-free, uninterrupted lunch period of at least thirty (30) minutes. Employees are entitled to a 15 minute paid break for every 4 hours worked.

IV Overtime Compensation

The rate of compensation for required work over forty (40) hours per week shall be at 1 1/2 the regular hourly wage. All overtime must be submitted prior to its occurrence to the employee's administrative supervisor. The supervisor will, prior to its occurrence, inform the employee if the proposed overtime will be approved. It is understood that this may not always be possible. In that event, the employee can forego getting prior approval. If that occurs, the employee will need to communicate the circumstances causing the extension of the employee's workday and indicate the amount of the additional time worked with the principal/supervisor on the first workday following the event. Hours of compensated leave and vacation shall be counted as hours worked in defining a forty (40) hour work week.

V Compensatory Time

Employees may elect to receive overtime compensation time off at the rate of 1 1/2 hours of compensatory time for each hour of

overtime worked. Compensatory time must be used in the same school year in which it has been earned. The Employer shall retain the right to pay unused compensatory time in cash at any time.

In order to receive pay for compensatory time, the employee must have allowed the district adequate time to schedule compensatory time off prior to the end of the current pay period in which it was earned or the subsequent pay period. Any pay for unused compensatory time must receive prior approval from the building principal/designee and a central office administrator.

ARTICLE III EMPLOYEE EVALUATION

I Notification

Administrators charged with the responsibility in the evaluation process shall explain to all employees the procedures and forms to be used in formal evaluations.

II Formal Evaluation

All formal evaluations may include observations and an overall assessment of the employee's competence. Employees shall be evaluated at least one (1) time every three (3) years. Each employee shall receive a written copy of the specified contents of the formal evaluation. The employee's signature does not necessarily indicate agreement with the contents of the evaluation; it does indicate that the employee has been informed of the special contents.

An employee disagreeing with the contents of the formal evaluation may write a reply, defense, or comments relative to the specific statements that will be attached to the formal evaluation.

Employees shall be given the opportunity to sign any disciplinary action prior to it going in their file. Management will not put any disciplinary action into an employees file without knowledge of the employee.

Employees shall, upon request, be given a copy of all documents in their file. With mutual agreement, items may be removed from an employee's file.

ARTICLE IV SICK LEAVE

I Accumulative Benefits

Regularly employed personnel shall be granted leaves of absence for personal illness or injury. Female employees are entitled to sick leave during the period they are unable to perform regular duties due to pregnancy and subsequent recovery.

In case of personal illness or injury, the employee shall be granted full pay for ten (10) days during the first year of employment, eleven (11) days the second year, twelve (12) days the third year, thirteen (13) days the fourth year, fourteen (14) days the fifth year, fifteen (15) days the sixth and subsequent years with a maximum accumulation of one hundred twenty (120) days, excluding the current year allowance.

A day of sick leave shall be that of the employee's normal work day. The minimum unit of sick leave used shall be a half-day. When arrangements have been made with the employee's building principal/designee, sick leave may be taken in one-hour increments up to a maximum of two (2) hours per day.

II Confirmation

The superintendent/designee may require evidence confirming the necessity of any sick leave absence.

III Notification of Accumulation

Employees will be notified of accumulated sick leave on the first paycheck they receive in the work year.

IV Elective Surgery

Leaves of absence for elective surgery which can be deferred to a time other than during the school year shall not be granted.

V Reporting Absences

The employee, prior to an absence, will call his/her school to inform his/her school supervisor of the impending absence. In the event the supervisor is unavailable, the employee may leave a message on either the school answering machine or with the principal's designee.

Following an absence, proper follow-up procedures as described by the District must be completed by the employee.

VI Insufficient Sick Leave Accumulation

If an employee's accumulated sick leave is insufficient to cover a period of disability, the employee, upon his/her request, will be granted a leave of absence without pay pursuant to measures outlined in the Family and Medical Leave Act.

VII Family Illness

All employees shall be granted use of sick leave at full pay for illness of an employee's immediate family, as defined in "Bereavement Leave." All employees may be granted use of sick leave at full pay for illness of an employee's family member. A maximum of five (5) days per year shall be allowed for this use and shall be charged against the employee's sick leave accumulation. When arrangements have been made with the employee's building principal/designee, family illness leave for a medical condition of one's family member may be taken in one-hour increments up to a maximum of two hours per day.

VIII Other Benefits

The school district will provide Workers' Compensation insurance as required by law.

ARTICLE V LEAVES OF ABSENCE

I Temporary Leaves

A. Emergency Leave

Up to two (2) days leave with full pay for emergencies may be granted to employees during each school year. An emergency is a condition which requires the presence of the employee. The types of absences for which emergency leave may be approved are:

1. Accident - involving his/her property, or the person or property of a member of his/her immediate family (father, mother, son, daughter, husband, wife, brother, sister, son-in-law, daughter-in-law, grandchildren, grandparents,

stepfather, stepmother, and stepchildren of the employee and father, mother, brother, sister, grandparents, stepfather, and stepmother of the employee's spouse) of such an emergency nature that the immediate presence of the employee is required during his/her working day.

2. Serious or critical illness of a member of the immediate family, as defined above, calling for services of a physician and of such emergency nature that the immediate presence of the employee is required during his/her working day.
3. Other real emergencies, not specified above, which require the presence of the employee. Barring unusual circumstances, prior to the employee's absence, he/she must seek the approval of the employee's principal/supervisor and the superintendent or his/her designee. Emergency leave may be used in minimums of one (1) hour increments if no substitute is involved and in a minimum of 1/2 day increment if a substitute is involved.

B. Jury Duty

An employee may be granted leave for jury duty or when required to appear in a judicial proceeding provided the judicial proceeding does not involve business of the employee. No deduction from compensation will be made; however, all jury fees received by the employee shall be turned over to the school district. Notification or request for jury duty leave will be provided the employee's principal/supervisor and submitted to the superintendent or designee.

C. Bereavement Leave

Employees shall be granted leave of absence at full pay for funerals of immediate family. Absence due to death in the immediate family shall be paid in full not to exceed five (5) days. The immediate family shall be considered to mean: the employee's spouse/domestic partner, and the child, foster child, stepchild, legal ward, son-in-law, daughter-in-law, parent, foster parent, step-parent, father-in-law, mother-in-law, brother, sister, foster brother, step brother, foster sister, step sister, brother-in-law, sister-in-law, grandchild, aunt, uncle, niece, nephew, grandmother, grandfather or great relative in any of the above mentioned categories of the employee or the employee's spouse/domestic partner.

The employee shall file with his/her principal/supervisor, a bereavement leave form within three (3) days of their return.

Employees shall be granted one (1) day of paid bereavement leave annually to attend funerals of other relatives or close friends. This may be used in minimum one hour (1) increments, if no substitute is involved and in a minimum of ½ day increment if a substitute is involved.

D. Discretionary Leave

In the event that a life threatening (catastrophic) medical situation (intensive care, final stages of an incurable disease, or incapacitating injury) occurs to a member of an employee's immediate family (parent, spouse, or child) the employee may, after exhausting all emergency and other applicable leaves, apply to the superintendent or his/her designee for paid discretionary leave not to exceed 30 contract days in any one school year.

E. Inservice Leave

1. Employees shall be eligible to make application to their immediate supervisor and the superintendent or his/her designee for inservice leave.
2. The district shall provide, as it deems necessary, inservice training for all employees. Such training shall be considered a part of the employee's work day.
3. Employees shall be eligible to attend District workshops relevant to their positions with the approval of their immediate supervisor.

F. Extended Leave

Extended leaves of absence, without pay, may be granted employees. Such leaves require approval by the employee's principal/supervisor and the superintendent or designee.

G. Family and Medical Leave Act

The district will provide leave afforded to employees under the Family and Medical Leave Act (FMLA). Policy to be on Vol.1 and in each Media Center.

H. Union Leave

Up to eight (8) days shall be available to the Union for its representatives to attend conferences, conventions or other activities of the local, state and national affiliated organizations. The employee to be absent will give at least five (5) calendar days prior notification to his/her supervisor or the superintendent's designee.

ARTICLE VI VACATION

The following are paid vacation provisions for employees. The paid vacation period shall be based upon employment during the district's fiscal year.

Employees who are employed for less than the full duration of their position shall have their vacation period prorated.

Employees shall be credited with one (1) day of vacation for every year of service beginning with the start of employment up to a maximum of six (6) days of vacation in any year. Vacation will be available during the contract year in which it is earned. Vacation must be coordinated with and prior approval sought from the employee's immediate supervisor, and may be taken in hourly increments.

A day of vacation shall be that of the employee's normal work day. The service requirement for vacation during the first fiscal year of employment shall be determined by the date of original hire. Subsequent yearly service requirements shall be based on service during complete fiscal years. Employees who separate from the district during a contract year shall be deducted the appropriate pay for any vacation days taken that were not earned at the time of separation.

ARTICLE VII INSURANCES

I. Health and Major Medical

The Board shall select for full time employees and members of the employee's immediate family eligible to enroll, including domestic partner, a health insurance policy. Benefits will be substantially similar to those in effect July 1, 2005.

The Board shall provide a booklet explaining the benefits provided by the insurance coverage to all employees.

II Life

A group life policy shall be provided each eligible employee in the amount equal to the nearest \$1,000 of annual salary to a maximum of \$25,000 (\$500 and over to next \$1,000) until termination of employment. Each policy will contain an accidental death and dismemberment clause.

III Disability

Each eligible employee shall be covered by long term group disability insurance providing for income protection to age 70. The benefit period shall commence after all accumulated sick leave has been used.

A. Monthly income benefit shall be 70% of covered monthly compensation to a maximum benefit of \$1,000, less any payments for that month for which the employee is eligible under the Federal Social Security act, a Workers' Compensation act or other similar legislation or under any group plan providing benefits for loss of time from employment. Benefits shall be consistent with the provisions of the policy selected by the Board of Education.

B. Covered monthly compensation is defined as one-twelfth of annual salary up to the allowable maximum.

IV Liability

All employees shall be covered by a district-financed liability insurance policy covering job-related performance of duties.

V Dental

Employees are eligible to participate in a district selected dental insurance plan at the employee's expense.

VI Disclaimer

The district's role is limited to the selection of the insurance carrier and the below listed payment of premiums.

Any concerns arising from payment of claims is to be handled between the appropriate insurance company and the individual client. In no event will the district be required to act as the insurer in any claim.

VII Coverage

Coverage shall be continuous for eligible employees. Provided they make proper application, eligible new employees will be covered within thirty (30) days after initial employment except that staff beginning work at the start of a school year will be enrolled for medical insurance on the first day of the month after date of employment. An eligible employee, for insurance purposes, is defined as one whose contract or assignment requires that he/she perform three-fourths or more of normal work load per normal work week for not less than an expected nine months per twelve month period. A normal work week is defined as a 40 hour work week.

VIII Premiums

The district shall pay the full cost of premiums for medical, life, disability, workers' compensation and liability insurance coverage for all full-time employees. Any remainder of the premium for medical insurance in excess of the prescribed maximum shall be paid by the employee through a payroll deduction.

IX Part-time Employees

An employee whose contract or assignment requires that he/she perform not less than 20 hours or more of work per normal work week but less than 30 hours may participate voluntarily in the medical insurance program by paying on a prorated basis the premium differential between hours worked and those of a 30 hour employee.

X Continuation

Eligible employees shall continue to receive all benefits while on sick leave. Employees who no longer qualify for insurance benefits shall be dropped from the program. However, these employees/former employees may purchase medical and life insurance at group rates at the full expense of the individual consistent with policies established by the insurance carrier.

ARTICLE VIII HEALTH PROVISIONS

I Physical Examination

It shall be the policy of the Board of Directors of the Iowa City Community School District that all employees, in accordance with State Rules of Iowa 281-Chapter 12.4 (14), shall submit to the Office of Human Resources a certificate from a physician stating that the individual has been examined by the physician and found to be free of contagious disease, particularly tuberculosis, and that the individual is physically capable to perform duties while in no way endangering public health.

ARTICLE IX SAFETY PROVISIONS

- I The district shall provide safe conditions of work and special clothing, equipment, and devices as required by applicable state or federal rule or regulation.
- II In cases where a school official is notified of a bomb threat or an intruder in the building, the affected schools or district will implement safety procedures deemed appropriate. Under no circumstances shall an employee be required to search for a bomb or intruder.

ARTICLE X GRIEVANCE PROCEDURES

- I A grievance shall be defined as a complaint of an alleged violation, misinterpretation or misapplication of any of the specific provisions of this Agreement.
- II Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures.

The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement in writing.

It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the work activities of the grieving employee unless mutually agreed that it is

necessary to process during the workday. If it is necessary to process during the workday it shall be at no loss of pay to the employee filing the grievance. The grievant may have representation at each step of the grievance procedure.

The grievant shall be present at all meetings, and at the option of the grievant(s) may be represented at the meetings by a representative of the Union. When an employee is not represented by the Union, the Union shall have the right to be present at all levels, and shall have the right to grieve any adjustment of the employee's complaint if such adjustment is inconsistent or contrary to the provisions of this agreement.

III First Step

An attempt shall be made to resolve any grievance in informal discussion between complainant and his/her immediate supervisor.

Second Step

If the grievance cannot be resolved informally, the aggrieved employee may file the grievance in writing and, at a mutually agreeable time, discuss the matter with the immediate supervisor. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses that pertain to the specific grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) workdays from the date of the event giving rise to the grievance.

The supervisor shall make a decision on the grievance and communicate it in writing to the employee and the superintendent or designee within ten (10) workdays after receipt of written notice of the grievance.

Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee may file, within five (5) workdays of the supervisor's written decision at the second step, a copy of the grievance with the superintendent or designee.

Within ten (10) workdays after such written grievance is filed, the aggrieved employee and the superintendent or his/her designee shall meet to resolve the grievance.

The superintendent or his/her designee shall file an answer within ten (10) workdays of the third step grievance meeting and communicate it in writing to the employee and the supervisor.

Fourth Step

If the grievance is not resolved satisfactorily at step three, there shall be available a fourth and final step. Within ten (10) workdays, the Union and the employee may submit the grievance in writing to binding arbitration. An employee may submit a grievance to arbitration only with approval of the Union. Within ten (10) workdays of written notice to submit the grievance to arbitration, the superintendent or superintendent designee and the Union representative shall meet and attempt to agree on a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain a commitment from the arbitrator, a request for a list of five (5) arbitrators will be made to the Public Employee Relations Board (PERB). Each of the two parties will alternately strike one name at a time from the list until only one name shall remain. The remaining name shall be the arbitrator. The arbitrator so selected shall confer with the Board or the superintendent and the Union to set the time and date in order to hold hearings promptly. Selection of the hearing site shall occur no later than three (3) days prior to the hearing.

The arbitrator shall issue his/her decision not later than fifteen (15) workdays from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding on both parties. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing, by the Board and the employee, and his/her decision must be based solely and only upon his/her interpretation of meaning or application of the expressed relevant language of the Agreement. Expenses for the arbitrator's services shall be borne equally by the Board and the Union.

IV Group Grievance

If a group of employees has the same complaint, they may submit their complaint to the grievance procedure beginning at the first step, and the grievance may be processed through all levels of the grievance procedure. In a group grievance, all employees involved in the grievance may be present at all steps of the grievance process, and the group shall identify a spokesperson who will speak for the group through all levels of the grievance procedure.

V Timelines

Timelines for filing a grievance may be mutually waived when requests to the district for information cannot be tabulated within the prescribed timelines of the grievance procedure of this Agreement.

ARTICLE XI WAGES AND SALARIES

I Schedule

Employees shall be compensated for their regular work hours worked pursuant to the salary schedules set forth in Appendix A for 2006-07.

II Placement on Salary Schedule

New employees will normally be placed on Step 1 of the salary schedule. New employees may, as determined by the superintendent/designee, be given credit for previous experience. Employees who move to a different classification (such as from Paygrade I to Paygrade II job) within the work year shall move to their same step in the higher classification.

III Longevity

Employee's longevity payment will be remitted with the regular payroll check in November. This payment is subject to regular withholding taxes consistent with all salary requirements of normal pay deductions. The date for calculating longevity pay will be November 1 of each year. Qualifying hours accumulated prior to November 1 of each year will be used to determine the employees' longevity pay and shall be based on the schedule found in Appendix B.

IV Severance Pay

Employees who are retiring after having been employed by the Iowa City Community School District for at least 15 years and who are eligible to receive IPERS or Social Security retirement benefits will also be eligible for a severance pay upon retirement. Qualifying employees shall receive a day's pay at his/her present daily rate for each two (2) days of unused sick leave the employee has accumulated not to exceed an amount over two thousand dollars (\$2,000) per employee. This payment shall be considered a part of the employee's final paycheck.

V Extra-Curricular Assignments

Employees are allowed to accept extra-curricular assignments for such duties as timekeeper, scorekeeper, and ticket taker at school sponsored activities. Assignments to such duties shall be made by the employee's principal/immediate supervisor, and the employee shall be compensated at the district's normal compensation rate for such activities.

VI Method of Payment

Employees shall have the option of being paid in either ten (10), eleven (11), or twelve (12) equal installments. Employees shall receive their checks at their regular building on a regular school day unless otherwise specified by the employee. Payday shall be the 15th day of the month, except when the 15th falls on or during a Board office holiday or weekend, employees shall receive their paychecks on the last preceding working day.

ARTICLE XII FINALITY AND DURATION

The parties acknowledge that during the negotiations resulting in this Agreement each had the unlimited right and opportunity to make proposals with respect to the collective bargaining law and the understandings and agreements arrived at by the parties are set forth in this Agreement. An employment relationship between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms of this Agreement.

If any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

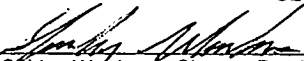
The School District and the Union, each voluntarily and unqualifiedly waive any right which might otherwise exist under law to negotiate any matter during the term of the Agreement.

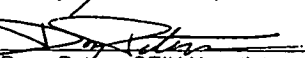
All language items, excluding Article XI – Wages and Salary – in this Agreement shall be effective as of July 1, 2006, and shall continue in effect until June 30, 2008.

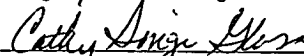
The salary schedule and longevity schedule in Appendices A and B of this Agreement shall be effective as of July 1, 2006, and shall continue in effect until June 30, 2007.

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signature placed thereon, all on the 11 day of April, 2006.

Service Employees International Union
SEIU Local 199


Shirley Woodlums, Chapter President


Doug Peters, SEIU Negotiator


Cathy Singer-Glasson, Local President


Pete Wallace, Board President


Jim Pedersen, District Negotiator

APPENDIX A

IOWA CITY COMMUNITY SCHOOL DISTRICT IOWA CITY, IOWA Secretarial Salary Schedule

2006-2007

Step	Paygrade I	Paygrade II
1	\$11.10	\$11.70
2	\$11.50	\$12.10
3	\$11.80	\$12.40
4	\$12.20	\$12.80
5	\$12.60	\$13.20

GUIDE FOR CLASSIFICATION OF OFFICE AND CLERICAL EMPLOYEES

Paygrade I	Clerk Typist	Circulation Professional Library Secretary
	Building Receptionist/Typist	Senior High Guidance Secretary
	Building Receptionist/Secretary	Senior High Registrar/Attendance Secretary
	Assistant Principal's Secretary	Media Center Processing Clerk
	AV Secretary (in schools)	Junior High Combinations
	Media Secretary (in schools)	• Attendance Secretary/Bookkeeper
	Faculty Secretary	• Registrar/Guidance Secretary
	Athletic Secretary	
	Music Secretary	
Paygrade II	Elementary Principal's Secretary	
	Alternative Site Secretary	

APPENDIX B

IOWA CITY COMMUNITY SCHOOL DISTRICT

Iowa City, Iowa

Secretarial Longevity Bonus

<u>Accumulated Hours of Service</u>	<u>Bonus 2006-2007</u>
8,000 - 16,000	\$525
16,001 - 22,000	\$650
22,001 - 30,000	\$760
30,001+	\$885

SERVICE EMPLOYEES INTERNATIONAL UNION
Local 199
APPLICATION FOR MEMBERSHIP

I hereby request and accept membership in SEIU Local 199, AFL-CIO, and authorize said union to represent me and, in my behalf, to negotiate and conclude any and all agreements as to wages, hours, and other conditions of employment. This full power and authority to act for the undersigned supersedes and cancels any power and authority heretofore given to any person or organization to represent me. I agree to be bound by the Constitution and Bylaws, and the rules and regulations of the International and Local, and by any contracts that may be in existence at the time of this application or that may be negotiated by the Union.

Check-off Authorization and Assignment

I, the undersigned, hereby authorize my employer to deduct from my wages each and every month and pay to Service Employees International Union Local 199 a service fee in an amount equal to the initiation fee and monthly dues of Local 199, as those amounts may be established from time to time by the Local Union.

I authorize these deductions for and in consideration of the Union's activities in representing me with respect to collective bargaining and without regard to my present or future membership in Local 199. This authorization and assignment shall be irrevocable for the terms of the applicable collective bargaining agreement between my employer and Local 199, or for one year, whichever is lesser unless I give written notice of my desire to revoke the same by certified mail to Service Employees International Union Local 199 and my employer at least 30 days and not more than 75 days before any periodic renewal date of this authorization and assignment.

Last Name (Please PRINT legibly)	First Name	Middle Initial
Address	City	State, Zip
Home Phone	Date of Birth	Age
Employer		Job Title
Hire Date	Work Site	Shift
()		
Work Phone	Date	Member Signature
		Witness Signature

COPE FUND DEDUCTION AUTHORIZATION

I hereby authorize my employer to deduct from my pay the equivalent sum of _____ \$1.50 _____ \$2.50 _____ \$5.00 _____ Other \$ _____ per pay period for SEIU Local 199 COPE Fund.

This authorization is voluntarily made based on my specific understanding that: The signing of this authorization card and the making of these voluntary contributions are not conditions of membership in the Union nor of employment by my employer; I may contribute any amount, and will not be favored or disadvantaged by the Union for doing so; I may refuse to contribute without reprisal; SEIU COPE, which is connected with the Service Employees International Union, AFL-CIO, CLC uses the money it receives for political purposes, including but not limited to making contributions to and expenditures for candidates for federal, state, and local offices and addressing political issues of public importance. SEIU COPE contributions are not deductible for federal income tax purposes.

Grievance Form

(Please Print)

Control No. _____

Grievant: _____

Name

Phone

Address: _____

Type of Grievance: _____

Department: _____

Date grievance occurred: _____

Approximate time: _____

Informal attempt at resolving grievance: _____

Date processed at Stage 1: _____

With (Supervisor): _____

Date Stage 1 _____

Signature of _____

reply given: _____

Supervisor: _____

Reply Stage 1: _____

Date processed at Stage 2: _____

With (Supervisor): _____

Date Stage 2 _____

Signature of _____

reply given: _____

Supervisor: _____

Reply Stage 2: _____

Date processed at Stage 3: _____

With (Supervisor): _____

Date Stage 3 _____

Signature of _____

reply given: _____

Supervisor: _____

Reply Stage 3: _____

Grievance: _____

[illegible]